Washington State Department of
Enterprise Services

Pre-Response Conference
RFQQ No. T12-RFQQ-014

Information Technology Professional Services (ITPS)

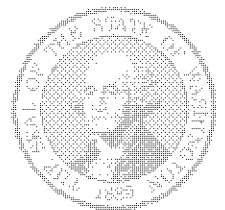*Annual Refresh*

March 7, 2011

Agenda

- Welcome and introductions

- ITPS program overview – scope and object

- ITPS program usage

- RFQQ vendor response format

- Evaluation overview

- Questions

- The path ahead

- Adjourn

ITPS program overview
Scope and object

To implement the **statewide vendor pool** for ITPS by competitively selecting high quality IT services vendors to enter into Master Contracts with DES for use by all Purchasers. The contracting program is made available to Purchasers on a **convenience** or **as-needed** basis under a **streamlined, second tier, competitive selection process**.

Primary focus areas: Quality, ease of use, wide selection of vendors.
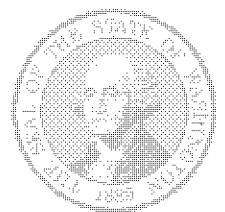
ITPS program overview
# Scope and object

Primary goals

1. **Understand the current specification needs across all major Purchasers**
   - Identify and develop a standard list of technical service category descriptions

2. **Understand the procurement processes employed by major Purchasers**
   - Identify and develop a "best practice ordering matrix" to facilitate uniformity and transparency in the ordering process for both purchasers and vendors

3. **Understand current policies and processes that impact the Purchasers' opportunity to maximize return on investment**
   - Identify and develop improvements to current statewide policies and processes

4. **Encourage an enterprise approach to increase participation of eligible Purchasers**
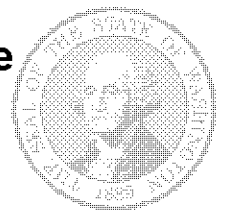
ITPS program usage by category

Category	Total work orders per category *	% of total work orders	Total $ by category	% of total $
1. IT funding request, financial analysis	8	1%	$651,740.52	1%
2. IT business analysis	49	9%	$7,327,358.52	9%
3. External IT quality assurance & independent verification and validation	28	5%	$4,822,741.00	6%
4. IT project management	48	9%	$8,900,671.50	11%
5. Technology architecture planning & development	26	5%	$2,432,700.70	3%
6. Security analysis	14	3%	$1,485,465.00	2%
7. Enterprise content management	11	2%	$1,448,267.00	2%
8. Contingency & disaster recovery planning	2	0%	$81,145.00	0%
9. Systems analysis	11	2%	$2,021,762.92	2%
10. Network & system administration	17	3%	$1,759,355.00	2%
11. Software quality assurance & testing	6	1%	$539,400.00	1%
12. Desktop applications development & training	17	3%	$881,830.00	1%
13. Geographic information systems application dev.	7	1%	$1,199,798.00	1%
14. Workstation installation & support	9	2%	$802,055.00	1%
15. Client server, Web & N-Tier application dev.	201	37%	$35,128,833.69	42%
16. General mainframe development	43	8%	$9,540,180.70	11%
17. General database administrator / database developer / data analyst	44	8%	$4,334,499.70	5%
	541	100%	$83,367.804.25	100%

*Work Orders can be awarded in more than one category.
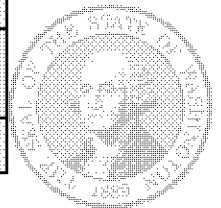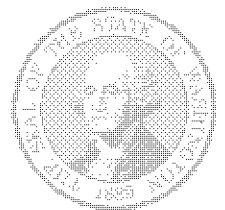
RFQQ vendor response format

Criteria for responsive vendor response

- Response is **received** no later than the response due date and time (reference Section 2, *Schedule*)

- Response includes a properly **constituted** Letter of Submittal (reference Subsection 4.1, *(M) Letter of Submittal*)

- Response includes a **signed** Certifications and Assurances (reference Appendix A, *Certifications and Assurances*)

- Response includes a **complete** Vendor Profile (reference Subsection 4.2, (M) Vendor Profile and Appendix G)

- Response includes a **response** to Vendor Management Qualifications (reference Subsection 5.1, (MS) Vendor Management Qualifications)
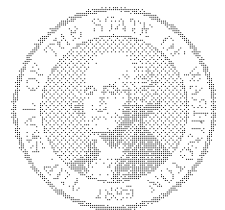
RFQQ vendor response format

**Criteria for responsive vendor response** *(continued)*

- Response includes **two** signed Vendor Client References (reference Subsection 5.2, (MS) Vendor Client References and Appendix F)

- Response includes a response to Vendor Technical Project Experience for **each** Technical Service Category in which the Vendor is responding (reference Subsection 5.4.1, (MS) Vendor Technical Project Experience)

- Response includes a résumé for **each** Technical Service Category in which the Vendor is responding (reference Subsection 5.4.2, (MS) Résumé)

- Response includes a Price Quotation for **each** Experience Level that the Vendor is proposing within **each** Technical Service Category in which the Vendor is responding (reference Subsection 6.4, *(MS) Price Quotation* and Appendix D)

Evaluation overview

A **Universal Management Score**	**300 points / 30%** ▪ Vendor Management Qualifications *(Subsection 5.1)* ▪ Vendor Client References *(Subsection 5.2)*
B **Technical Score / Technical Service Category**	**500 points / 50%** ▪ 300 points Vendor Technical Project Experience *(Subsection 5.4.1)* ▪ 200 points Résumé *(Subsection 5.4.2)*
C **Price Score / Technical Service Category**	**200 points / 20%** ▪ Price quotation *(Subsection 6.4)*
D **Total Score / Technical Service Category**	**1,000 points possible** ▪ ≥ 750 = ASV
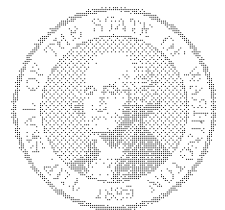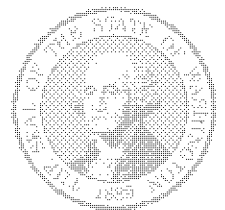
Evaluation sample

A **Universal Management Score**				
B **Technical Score / Technical Service Category**				
C **Price Score / Technical Service Category**	Expert	Senior	Journey	Junior
D **Total Score / Technical Service Category**				

Evaluation sample

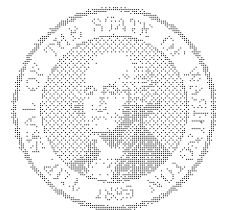| A Universal Management Score	229.25			
B Technical Score / Technical Service Category				
C Price Score / Technical Service Category	Expert	Senior	Journey	Junior
D Total Score / Technical Service Category				

Evaluation sample

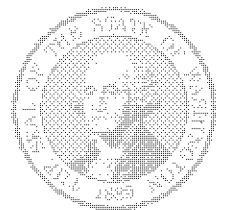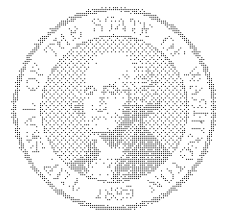| A Universal Management Score	229.25			
B Technical Score / Technical Service Category	403.54			
C Price Score / Technical Service Category	Expert	Senior	Journey	Junior
D Total Score / Technical Service Category				

Evaluation sample

A Universal Management Score	229.25			
B Technical Score / Technical Service Category	403.54			
C Price Score / Technical Service Category	Expert **171.54**	Senior **110.51**	Journey **155.26**	Junior **115.89**
D Total Score / Technical Service Category				

Evaluation sample

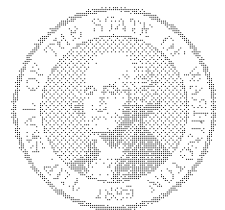| A Universal Management Score	229.25			
B Technical Score / Technical Service Category	403.54			
C Price Score / Technical Service Category	Expert 171.54	Senior 110.51	Journey 155.26	Junior 115.89
D Total Score / Technical Service Category	804.33	743.30	788.05	748.68

Evaluation sample

| A				
Universal Management Score	**229.25**			
B				
Technical Score / Technical Service Category	**403.54**			
C	Expert	Senior	Journey	Junior
Price Score / Technical Service Category	**171.54**	**110.51**	**155.26**	**115.89**
D	ASV	Non-ASV	ASV	Non-ASV
Total Score / Technical Service Category	**804.33**	**743.30**	**788.05**	**748.68**

Questions

- Please ask.

- Please note that verbal answers to additional Vendor questions at this conference will be unofficial. Vendors should rely only on written statements issued by the RFQQ Coordinator. For non-administrative questions, Vendors must submit these in writing per Subsection **3.3,** reference Second Round.
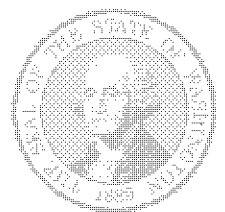
The path ahead

- 3/12   Second round vendor questions and comments due

- 3/12   Vendor complaints due

- 3/14   DES written response to vendor complaints issued

- 3/16   DES response to second questions and comments

- **3/22   Vendor responses due by 12 noon**, Olympia WA local time

- 5/21   Announcement of ASVs

- 5/22   Vendor debriefing requests due

- 5/22-6/1   Vendor debriefings held

- 6/29   Distribute Master Contracts to ASVs

- 7/1   Master Contracts effective and made available for purchases
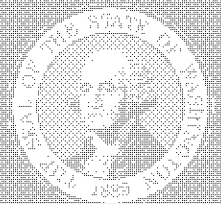
Thank you!

- For attending and for your interest in conducting business with the State of Washington.

- RFQQ Contact Information
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- Website: http://www.des.wa.gov/services/technology-procurement-announcements